

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: January 16, 2006

TIME: 4:00 p.m.

LOCATION: Central Library
Board Room – Third Floor
315 South Rose Street
Kalamazoo, Mi 49007

President Godfrey called the meeting to order at 4:00 p.m.

PRELIMINARY BUSINESS

Roll Call: All Trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, James VanderRoest and Valerie Wright.

Approval of Agenda: The agenda was approved as presented.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

There were no recognitions, resolutions or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

A. Minutes of the December 12, 2005 Regular Meeting

B. Personnel Items

Mike Noblit was hired for the .5 library assistant 3 position at Eastwood and Washington Square Branch Libraries, within Children's and Branch Services, effective January 1, 2006 with his first day of work on January 3. Mr. Noblit has been a library aide in Loan and Outreach Services since May of 2002.

Elizabeth Timmerman was promoted to the position of Local History Specialist in the Local History Room within Adult Services, effective January 1, 2006, with her first day of work on January 3. She had an opportunity to overlap work in the History Room with Catherine Larson during December to provide a smooth transition. Ms. Timmerman has worked at KPL since 1999 when she began as an aide; she later worked as an intern in Local History. In 2002 she became a library associate in Adult Services; she transferred to a librarian 1 position in January of 2003 and became .75 time in June of 2003.

Steve Siebers was promoted to the position of Librarian 2, (programming) Children's Room, Youth and Branch Services, effective January 16, 2006. Mr. Siebers joined KPL in the position of Librarian 1, Children's Room in August of 2004.

Disposition: The board accepted the Minutes of the Meeting of December 16, 2005 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending December 31, 2005

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports as presented for the Month ending December 2005.

Executive

Summary: The Director pointed out since December is a short cash-flow month, the timing of the tax receipts was very helpful.

MOTION: C. ADDISON MOVED AND V. WRIGHT SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTH OF DECEMBER 2005 AS RECOMMENDED.

Discussion: In response to a question from L. Dykstra regarding income from delinquent taxes, D. Schiller explained the revenue to KPL after land sale is very small, between \$1-2000.



Motion carried 7-0.

B. Financial Tutorial: Cash Transfers and Investments

Presentation: Diane Schiller, Head of Finance & Budget, walked through the process she follows to monitor and manage cash flow in and out to maximize interest earned, meet monthly obligations to staff and creditors and to service our debt. She also told the board they would be asked to approve a wire transfer policy in the near future.

Disposition: Trustees received the information and thanked D. Schiller for the information.

V. REPORTS AND RECOMMENDATIONS

Action Items

There were no action items.

Reports

A. Request for Reconsideration of Library Materials

Presentation: Mary Doud, Deputy Director, told trustees from time to time the library receives requests by citizens to reconsider the appropriateness of specific materials for the library's collections. Reconsideration requests are taken seriously by the professional staff and typically spark an in-depth reexamination of selection decisions.

When responding to collection challenges, KPL's Materials Selection Policy, reviewed and reaffirmed by the Board every five years, as well as the Library Bill of Rights and Freedom to Read/Listen/View statements, provide an excellent foundation. She reviewed the process the library employs when requests for reconsideration occur and explained that since 1993 patron concerns have elevated to the formal request for reconsideration only 15 times. The care taken to select wisely according to KPL's board approved selection policy combined with thoughtful conversations between librarians and concerned patrons has stood us in good stead.

Discussion: In response to a question, M. Doud indicated the review process is planned to take place over a three-week period, although sometimes it takes a little longer. She also indicated it is likely we will ask the board to approve a parallel policy for programming.

Disposition: Trustees received the report and thanked M. Doud for her presentation.

VI. COMMITTEE REPORTS

Personnel Committee – No report.

VII. OTHER BUSINESS

A. Directors Report

A. Rohrbaugh indicated we have been in contact with human resources consultants and expect to have a contract shortly to perform a classification study of KPLSP positions; we should be able to begin the study soon.

She also noted an increase of 9% in circulation statistics between November 2004 and November 2005, with the largest gains at Eastwood and Central; she highlighted several items from the written director's report.

L. Godfrey noted the Global Reading Challenge books have been chosen and the titles made public.

In answer to a question from J. VanderRoest who asked what the term "metadata" means, A. Rohrbaugh and K. Steadman indicated it is a description of data in a digital form that describes how it is stored and allows it to be cataloged and retrieved. The Marc record, which librarians have used for years, is a form of metadata.

C. Addison expressed her concern about the number and cost of repairs to the replacement bookmobile purchased last year as well as the amount of time it has been out of service and asked if there is any recourse for KPL.

A. Rohrbaugh said we purchased it as a used vehicle and only parts and systems repaired by the vendor from whom we purchased it are under warranty.

L. Godfrey said she feels the decision the board made to replace the former vehicle with one that is smaller, is equipped with a lift to allow access to more patrons, and can be driven by those with a less restrictive license was a good one, but acknowledged the vehicle has had more problems than we expected or would have liked. If the board makes a commitment to the future of this service, it will need to start saving a significant amount in each year's budget toward the purchase of a new vehicle. She noted that for the most part, bookmobile patrons could go to one of our buildings but they love to visit the bookmobile.

C. Addison said the bookmobile is one of the few places children can go by themselves and make decisions on their own; it is also good advertising to see the bookmobile driving around town.

V. Wright added the bookmobile is a positive gathering point for neighborhood residents.

A. Rohrbaugh indicated the revised CIP budget will include a set aside for a new bookmobile.

XIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

C. Addison reported the participants at a recent garden club meeting she scheduled at Washington Square were entranced with the building.

L. Dykstra said he is an avid daily reader of the professional and handsome “Today’s Events” that are sent daily on e-mail by Keith Howard of the CRO office.

X. EXECUTIVE SESSION

Motion: J. VanderRoest moved and C. Addison supported the motion to move to executive session to discuss a mid-year progress report from the director as she requested.

Roll Call Vote: L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; V. Wright – yes; D. Brown – yes; C. Addison – yes; L. Godfrey – yes.



Motion carried 7-0. The meeting moved to executive session at 5:15 p.m.

XI. RETURN TO OPEN SESSION

Motion: J. VanderRoest moved and R. Brown supported the motion to return to public session.

Roll Call Vote: L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; V. Wright – yes; D. Brown – yes; C. Addison – yes; L. Godfrey – yes.



Motion carried 7-0. The meeting returned to public session at 6:15 p.m.

XII. ADJOURNMENT

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:16 p.m.

Loren Dykstra, Secretary